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AUTHOR Lawson, Donald F.
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ABSTRACT

Due to public misunderstanding of the unit-load measurement versus the hours per week standard of work measurement, a study was conducted at Humboldt State College to determine the average number of hours a full-time instructional faculty member spends in performing his job. Faculty activity data was collected by means of a daily-diary form of questionnaire during a 1-week survey period. Findings show that faculty members at Humboldt not only carry over the budgetary norm of 12 weighted teaching units, but they also spend an average of 57.1 hours per week in fulfilling their duties. (HS)

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# Summary of the Spring Quarter 1971 FACULTY TIME USE STUDY at Humboldt State College

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Donald F. Lawson
Office of Institutional Research
Humboldt State College

September 1971

## PREFACE

The 1971 Spring Quarter Faculty Time Use Study was the product of a three group joint effort--the Board of Directors of the Humboldt State College Chapter of the California College and University Faculty Association (CCUFA), the Office of Institutional Research at Humboldt State College, and a group of students in the School of Business and Economics (Don Crotty, Jayne French, Richard Holt, James Jarvis, Michael Morris, and James Noel).

In the Winter Quarter of 1971 the Director of Institutional Research taught a class in Marketing Research. A number of students in this class wished to extend the experience into an "actual situation." At this same time the Board of Directors of CCUFA was considering undertaking a number of projects and activities as part of their chapter program. One of these was a publicity effort to help inform the public of the true nature of a professor's job. The information needed to support this effort is a subject of institutional research. CCUFA became a "real life" client for this group of students. The students worked under the supervision of the Director of Institutional Research. It was an interesting educational experience, and all three parties benefited from the arrangement.

The information that follows is a summary of the 1971 Spring Quarter Faculty Time Use Study. Additional information can be obtained through either the Board of Directors of CCUFA or the Office of Institutional Research.

# SUMMARY OF SPRING QUARTER 1971 FACULTY TIME USE STUDY
## at Humboldt State College

There is great lay interest in faculty time use. Some of this interest stems from misunderstanding of the nature and extent of faculty work load. This is due, in part, to the use of a confusing, to the public, unit-load instead of hours-per-week standard of work measurement. The twelve weighted teaching unit load--full-time for HSC, is often misconstrued in the community's mind to be much less than the 8 AM-5 PM Monday through Friday 40-hour standard commonly associated with a full-time work week. The problem is compounded by the fact that credit hours taught are not necessarily equivalent to weighted teaching units--with weighted teaching units being the work standard.

This confusion was intensified during the 1970-71 academic year when, through the press, public attention was brought to focus on faculty time use. Concurrently there were faculty efforts to obtain both pay raises and a reduction from a twelve to a nine hour load, and actions by the California State Department of Finance, who felt that on the average faculty were teaching less than 12 weighted teaching units, to raise faculty teaching loads to the twelve hours required by State regulations. At the same time a case of work load abuse was uncovered at Los Angeles State College that helped keep the "issue" before the public.

The Spring Quarter, 1971, Faculty Time Use Study was conducted during this rather emotional period. With this in mind the research group analyzed every aspect of the project with a view to reducing bias. Compared to similar studies on other campuses, the methodology used in this study would tend to lead to more conservative estimates of time as expressed in following summary tables.

The primary objective of the study was to estimate the average number of hours a full-time instructional faculty member at Humboldt State College spends in performing his job. The total was calculated by adding together time spent on various major activities inherent in the job. This information classified by faculty rank and tenure status. In order to gain perspective data was collected regarding similar studies at other schools and on faculty load expressed in terms of weighted teaching units.

Faculty activity data was collected by means of a daily diary form of questionnaire. May 3-10 was the survey period. The intent was to get the questionnaire only into the hands of full-time instructional faculty. Of the 315 questionnaires sent to specific faculty, 168 (53.3%) were returned. Thirty-four of these were dropped due to the respondent not being full-time instructional faculty. Most of these individuals had declared released time for one reason or another. However, faculty who were teaching less than 12 WTU due to compensation for overloads in the previous two quarters were retained (as well as anyone else estimated to be at or above 10 WTU). To facilitate comparison the research group adopted the basic format of questioning used at Northern Michigan University in 1966. There were differences, however, since, for example, Northern Michigan University included faculty performing scheduled research functions as well as instruction. The activity areas were redefined to better suit Humboldt State College.

Five tables and one figure are presented in this summary. Since they are rather straight-forward, only a minimum of comment is offered in this report.

The Office of Institutional Research intends to prepare a more lengthy report based upon both the Spring and Summer 1971 surveys. With this in mind, I would appreciate the benefit of your insight into these data. It certainly is interesting to speculate on the effect of natural resources field trips on weekends, limited Friday night classes, weekend preparation for Monday classes, etc., on the time-use patterns displayed in the tables . . . also the effect of this particular survey week in regards to time spent counseling, advising, etc., as opposed to a different possible week.

Some Findings

1. As reported in a study performed by the Division of Academic Planning at the Chancellor's Office, the average classroom teaching load for full-time faculty at Humboldt State College was 14.2, 13.6, and 13.2 weighted teaching units for the Fall 1969 and Winter and Spring 1970 quarters respectively. The same figures for the California State Colleges were 12.09, 12.14, and 12.42 weighted teaching units. It is clear that the budgetary norm of 12 weighted teaching units was exceeded by Humboldt State College and the California State Colleges as a system.

2. A typical work week for HSC full-time instructional faculty is 57.1 hours. This compares with the 59.6 hour figure at Northern Michigan University in 1966, 58.0 hours at the University of Toronto in 1967, and a 60.4 hour total at the University of California in 1969. Although these studies are not strictly comparable, it is interesting that they are all at the same general level. The total hour figure at HSC is representative.

3. For the week of May 3-10, 1971, the reported total time spent by full-time instructional faculty performing their job ranged from a low of 27.0 hours to a high of 112.5 hours.

4. Tenured faculty reported a typical work week of 57 hours and non-tenured faculty 57.1 hours.

5. Time in class, preparation for class, and student conferences amount to nearly a 40-hour week.

6. If the professor's work week begins on Monday, he has put in a 40-hour week by the time he goes to bed Thursday night. If, however, the work week is considered to end on Friday and the next work week to start on Saturday, the professor has put in his 40 hours by mid-morning on Thursday.

7. On the average, faculty spend more than twelve hours per week in class.

8. On the average, about one-quarter of the faculty members' time is spent in class.

9. Less than half of the respondents used the "other professional" category. Those that did use this category recorded a high number of hours. Most of these individuals commented that they were involved in research of some sort.

10. Community services was an infrequently used category. Even so, this does represent in total a large number of professional time being offered to the community.

TABLE 1

COMPARISON OF TOTAL HOURS IN A FACULTY WORK WEEK, BY RANK, AT THREE INSTITUTIONS OF HIGHER EDUCATION

| | HUMBOLDT STATE COLLEGE (1971) | NORTHERN MICHIGAN UNIVERSITY (1966) | UNIVERSITY OF TORONTO (1967) |
|---|---|---|---|
| TOTAL | 57.1 | 59.6 | 58.0 |
| PROFESSOR | 54.9 | 58.5 | 60.0 |
| ASSOCIATE PROFESSOR | 58.5 | 63.0 | 56.9 |
| ASSISTANT PROFESSOR | 57.4 | 62.8 | 56.9 |
| INSTRUCTOR | 54.4 | 55.3 | ** |
| LECTURER | 59.0 | ** | 54.8 |

** Data not available.

TABLE 2

DISTRIBUTION OF AVERAGE WORK LOAD FOR ALL FACULTY BY ACTIVITY AND DAY OF WEEK (IN HOURS)

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | TOTALS |
|---|---|---|---|---|---|---|---|---|
| TEACHING | | | | | | | | |
| IN CLASS | 3.3 | 3.3 | 3.3 | 3.3 | 1.6 | .4 | .3 | 15.5 |
| PREPARATION | 2.9 | 2.9 | 2.6 | 2.7 | 2.1 | 1.4 | 1.7 | 16.3 |
| STUDENT CONFERENCE | 1.0 | 1.0 | .9 | .9 | .8 | .1 | .1 | 4.7 |
| STUDENT SERVICE | | | | | | | | |
| COUNSELING | .3 | .3 | .2 | .2 | .2 | .0 | .0 | 1.2 |
| NON-CREDIT | .2 | .1 | .2 | .3 | .4 | .4 | .1 | 1.8 |
| ADMINISTRATION | | | | | | | | |
| COMMITTEES | .3 | .4 | .3 | .3 | .3 | .0 | .0 | 1.6 |
| FACULTY MEETINGS | .1 | .2 | .2 | .3 | .3 | .0 | .0 | 1.1 |
| GENERAL | .3 | .4 | .4 | .4 | .5 | .2 | .1 | 2.4 |
| OTHER PROFESSIONAL | | | | | | | | |
| SCHOLARLY | .6 | .6 | .6 | .7 | .8 | .7 | .3 | 4.3 |
| PERSONAL IMPROVEMENT | 1.0 | .7 | .8 | .7 | 1.1 | 1.1 | .9 | 6.2 |
| COMMUNITY SERVICE | | | | | | | | |
| PERFORMANCES | .1 | .1 | .2 | .1 | . | .2 | .1 | .9 |
| CONSULTATION | .1 | .1 | .2 | .2 | .2 | .1 | .1 | 1.0 |
| TOTALS | 10.2 | 10.1 | 9.8 | 10.1 | 8.3 | 4.7 | 3.9 | 57.1 |

NOTE: Based on 134 replies.
Inexact addition due to rounding.

TABLE 3

DISTRIBUTION OF AVERAGE WORK LOAD FOR ALL FACULTY BY ACTIVITY AND DAY OF WEEK (IN PERCENT)

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | TOTALS |
|---|---|---|---|---|---|---|---|---|
| TEACHING | | | | | | | | |
| IN CLASS | 31.9 | 32.6 | 33.9 | 32.7 | 19.3 | 8.8 | 6.8 | 27.1 |
| PREPARATION | 28.5 | 28.9 | 27.1 | 26.4 | 25.1 | 29.2 | 44.3 | 28.6 |
| STUDENT CONFERENCE | 9.6 | 9.6 | 9.1 | 8.7 | 9.5 | 2.5 | 2.5 | 8.3 |
| STUDENT SERVICE | | | | | | | | |
| COUNSELING | 2.9 | 2.8 | 2.5 | 2.3 | 2.0 | .3 | .1 | 2.2 |
| NON-CREDIT | 1.5 | 1.5 | 2.0 | 3.0 | 5.2 | 9.5 | 3.5 | 3.2 |
| ADMINISTRATION | | | | | | | | |
| COMMITTEES | 3.2 | 3.9 | 2.6 | 3.2 | 3.6 | .2 | .3 | 2.8 |
| FACULTY MEETINGS | 1.4 | 2.0 | 2.0 | 2.5 | 3.0 | .2 | .9 | 1.9 |
| GENERAL | 3.3 | 3.9 | 3.6 | 4.3 | 5.6 | 4.8 | 3.8 | 4.1 |
| OTHER PROFESSIONAL | | | | | | | | |
| SCHOLARLY | 5.9 | 5.9 | 5.7 | 7.3 | 9.5 | 14.1 | 8.6 | 7.5 |
| PERSONAL IMPROVEMENT | 10.0 | 6.5 | 7.9 | 6.9 | 12.7 | 23.6 | 23.0 | 10.9 |
| COMMUNITY SERVICE | | | | | | | | |
| PERFORMANCES | .7 | 1.2 | 2.0 | .8 | 2.0 | 3.7 | 3.7 | 1.7 |
| CONSULTATION | 1.1 | 1.3 | 1.6 | 2.0 | 2.4 | 3.2 | 2.5 | 1.8 |
| TOTALS | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |

NOTE: Based on 134 replies.
Inexact addition due to rounding.

TABLE 4

DISTRIBUTION OF AVERAGE WEEKLY WORK LOAD BY ACTIVITY, FACULTY RANK, AND TENURE STATUS (IN HOURS)

| | FULL PROF. N*=29 | ASSOC. PROF. N=31 | ASSIST. PROF. N=65 | INSTR. N=5 | LECTR. N=4 | TEN. N=65 | NON-TEN. N=69 | ALL FACULTY N=134 |
|---|---|---|---|---|---|---|---|---|
| TEACHING | | | | | | | | |
| IN CLASS | 14.5 | 15.6 | 15.9 | 15.0 | 13.8 | 15.6 | 15.3 | 15.5 |
| PREPARATION | 15.0 | 16.5 | 16.6 | 15.4 | 22.9 | 15.4 | 17.3 | 16.3 |
| STUDENT CONFERENCE | 4.5 | 5.6 | 4.4 | 3.5 | 6.5 | 4.9 | 4.5 | 4.7 |
| STUDENT SERVICE | | | | | | | | |
| COUNSELING | 1.6 | 1.4 | 1.0 | .6 | .5 | 1.5 | .9 | 1.2 |
| NON-CREDIT | 1.5 | 1.8 | 2.0 | 2.6 | .5 | 2.2 | 1.4 | 1.8 |
| ADMINISTRATION | | | | | | | | |
| COMMITTEES | 2.5 | 2.1 | 1.1 | .4 | .3 | 2.1 | 1.0 | 1.6 |
| FACULTY MEETINGS | 1.3 | 1.0 | 1.0 | 1.2 | .6 | 1.2 | 1.0 | 1.1 |
| GENERAL | 2.0 | 2.9 | 2.2 | 4.5 | .5 | 2.4 | 2.3 | 2.4 |
| OTHER PROFESSIONAL | | | | | | | | |
| SCHOLARLY | 4.0 | 3.6 | 4.5 | 3.4 | 9.5 | 3.4 | 5.3 | 4.3 |
| PERSONAL IMPROVEMENT | 5.4 | 5.2 | 7.3 | 4.3 | 4.0 | 6.0 | 6.4 | 6.2 |
| COMMUNITY SERVICES | | | | | | | | |
| PERFORMANCES | 1.1 | .7 | 1.0 | 2.4 | 0 | .7 | 1.2 | .9 |
| CONSULTATION | 1.4 | 2.0 | .5 | 1.1 | 0 | 1.4 | .6 | 1.0 |
| TOTAL WEEKLY HOURS | 54.9 | 58.5 | 57.4 | 54.4 | 59.0 | 57.0 | 57.1 | 57.1 |

* N=number of replies in category.
NOTE: Inexact addition due to rounding.

TABLE 5

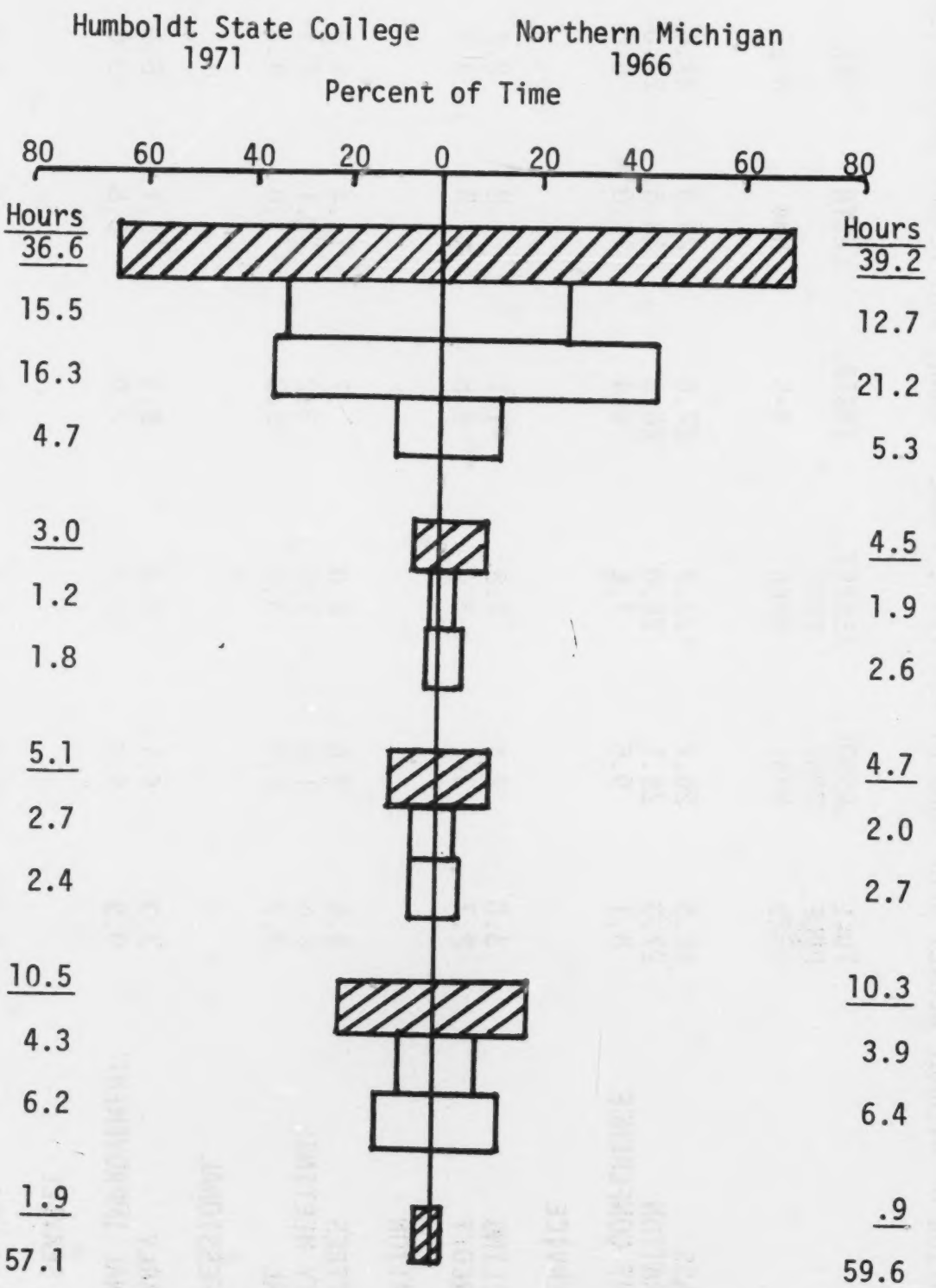
DISTRIBUTION OF AVERAGE WEEKLY WORK LOAD BY ACTIVITY, FACULTY RANK, AND TENURE STATUS (IN PERCENT)

| | FULL PROF. N*=29 | ASSOC. PROF. N=31 | ASSIST. PROF. N=65 | INSTR. N=5 | LECTR. N=4 | TEN. N=65 | NON-TEN. N=69 | ALL FACULTY N=134 |
|---|---|---|---|---|---|---|---|---|
| TEACHING | | | | | | | | |
| IN CLASS | 26.5 | 26.7 | 27.7 | 27.6 | 23.3 | 27.4 | 26.7 | 27.1 |
| PREPARATION | 27.3 | 28.1 | 28.8 | 28.3 | 38.8 | 27.0 | 30.4 | 28.6 |
| STUDENT CONFERENCE | 8.1 | 9.6 | 7.6 | 6.4 | 11.0 | 8.6 | 7.9 | 8.3 |
| STUDENT SERVICE | | | | | | | | |
| COUNSELING | 3.0 | 2.4 | 1.8 | 1.1 | .8 | 2.7 | 1.5 | 2.2 |
| NON-CREDIT | 2.7 | 3.1 | 3.4 | 4.8 | .8 | 3.9 | 2.4 | 3.2 |
| ADMINISTRATION | | | | | | | | |
| COMMITTEES | 4.6 | 3.6 | 2.0 | .7 | .4 | 3.8 | 1.8 | 2.8 |
| FACULTY MEETINGS | 2.4 | 1.8 | 1.8 | 2.2 | 1.1 | 2.1 | 1.7 | 1.9 |
| GENERAL | 3.7 | 4.9 | 3.9 | 8.3 | .8 | 4.3 | 4.0 | 4.1 |
| OTHER PROFESSIONAL | | | | | | | | |
| SCHOLARLY | 7.3 | 6.1 | 7.8 | 6.3 | 16.1 | 5.9 | 9.2 | 7.5 |
| PERSONAL IMPROVEMENT | 9.9 | 9.0 | 12.7 | 7.9 | 6.8 | 10.6 | 11.2 | 10.9 |
| COMMUNITY SERVICE | | | | | | | | |
| PERFORMANCES | 1.9 | 1.2 | 1.7 | 4.4 | 0 | 1.3 | 2.1 | 1.7 |
| CONSULTATION | 2.5 | 3.4 | .8 | 2.0 | 0 | 2.5 | 1.1 | 1.8 |
| TOTALS | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |

* N=number of replies in category.
NOTE: Inexact addition due to rounding.

FIGURE 1

A COMPARISON OF AVERAGE PERCENTAGE OF TIME AND NUMBER OF HOURS DEVOTED TO PROFESSIONAL ACTIVITIES PER WEEK--
HUMBOLDT STATE COLLEGE AND NORTHERN MICHIGAN UNIVERSITY




| | Humboldt State College 1971 | Northern Michigan 1966 |
|---|---|---|
| | Hours | Hours |
| TEACHING ACTIVITIES | 36.6 | 39.2 |
| IN CLASS | 15.5 | 12.7 |
| PREPARATION | 16.3 | 21.2 |
| STUDENT CONFERENCES | 4.7 | 5.3 |
| STUDENT SERVICES | 3.0 | 4.5 |
| COUNSEL/ADVISE | 1.2 | 1.9 |
| EXTRACURRICULAR | 1.8 | 2.6 |
| ADMINISTRATION | 5.1 | 4.7 |
| FAC./COMM. MTNGS. | 2.7 | 2.0 |
| GENERAL | 2.4 | 2.7 |
| OTHER PROFESSIONAL | 10.5 | 10.3 |
| RESEARCH/WRITING | 4.3 | 3.9 |
| OTHER | 6.2 | 6.4 |
| COMMUNITY SERVICES | 1.9 | .9 |
| TOTAL | 57.1 | 59.6 |